

Checklist for Apprenticeship Assessors

Beauty Professionals (Beauty and Make-up Consultant)

Apprenticeship Assessor:	
Date of End-point Assessment:	
Training Provider:	
End-point Assessment location:	
Centre Contact:	
First Aider:	

Preparation for the End-point Assessment

1. Check that the following assessment controls are in place:			
Control description	Yes	No	Comment
Health and safety			
Timing			
Environment			
Mobile phones and tablets			
Resources and preparation			
Collaboration			
Breaks			

2. Confirm that the assessment area has met the resource requirements as listed below, appropriate to the number of apprentices undertaking the assessment (maximum 6 apprentices):

Requirement/resource:	Yes	No	Comment
Health and safety information for visitors			
Designated waiting area for customers			
Adequate lighting and heating			
Access to WC			
First aid kit			
Clinical waste disposal			
Work space/trolley for the apprentice			
Access to electrical points			
Customer chair with back			
Professional skincare/make-up products			
Tools/equipment			
Specialist retail products for: a) Skin care b) Eyes and eyebrows c) Nail care d) Perfumery			
Promotional material			

3. Apprentices undertaking the End-point Assessment			
Requirement/resource:	Yes	No	Comment
Punctuality of the apprentices			
Apprentices' appearance meets the dress code of the retail environment			
Apprentices' End-point Assessment sequence meets the Assessment Plan requirements			
Check the photo ID of the apprentices' – do the name and photo match the apprentice present?			

4. Customers			
Requirement/resource:	Yes	No	Comment
Customers meet the necessary requirements			
Confirm that customers are aware of the assessment controls			
Customers' declaration is signed and dated			
Skin tests have been carried out within 24-48 hours, the results recorded and evidence provided (where applicable)			

5. COVID-19 Adaptions			
Requirement/resource:	Yes	No	Comment
Are there hand washing facilities/antibacterial gel available for both the customer and the apprentice?			
Have all parties completed <i>VTCT's Health Declaration forms? i.e. Apprentice, customer and Apprenticeship Assessor</i>			
Has the customer read <i>VTCT's Customer Guidance to End-point Assessment?</i>			
Are social distancing measures being implemented within the exam environment with regards to the retail work areas?			
Is there sufficient PPE available within the exam environment?			
Have any surplus leaflets been removed from the exam environment?			
Are all parties adhering to the PPE guidelines? e.g. Apprentice, customer and Apprenticeship Assessor			
Have the work areas been disinfected prior to the service?			
Is there appropriate storage for the customers' belongings?			

Declaration

I hereby confirm that all requirements and assessment conditions are satisfactorily in place for the commencement of the End-point Assessment.

Apprenticeship Assessor name:	
Apprenticeship Assessor signature:	
Date:	

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.4	Quality	24/07/2020	First draft for internal consultation	Subject Matter Expert - Beauty
v0.7	Quality	04/09/2020	Review	Subject Matter Expert
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Document Review

Role	Review Status
Quality Lead	Draft reviewed
Subject Matter Expert - Assessment SS	Reviewed

Document Owner

Document Owner	Document shared with
Quality	

Document Sign-off

Role	Sign-off Date
Quality Lead	08/09/2020